



BOARD of SELECTMEN

POLICIES

Latest Revision: November 6, 2018

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Signs at Five Corners – Policy # 10 – 01

Adoption Date: May 18, 1993 **Revision Date(s):** May 13, 2003

Purpose: To ensure appropriate signage at Five Corners

Policy:

1. To permit signs at Five Corners for notification of Town Meetings and Town Elections only.
2. Signs are to be placed in the sleeve in front of the garden.

Buy Recycled Procurement – Policy # <u>10 – 02</u>

Adoption Date: November 7, 2000 **Revision Date(s):** June 2, 2009

Purpose: To encourage purchases of recycled products instrumental in recovery of additional state funding.

Policy: To buy recycled products except when cost is greater.

Note: request of Recycling Coordinator through DPW Director

Bagged Meters – Policy # <u>10 – 03</u>
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Adoption Date:

Revision Date(s):

July 22, 2003

June 2, 2009

October 2, 2012

Purpose: To facilitate parking for contractor's working downtown.

Policy:

1. A \$30.00 fee per day for each metered parking space shall be charged for contractors to park their vehicles, dumpsters or other construction equipment while working.
2. Department of Public Works to issue permits for same.

Memorial Bench – Policy # <u>10-04</u>

Adoption Date: August 20, 1996

Revision Date (s): May 27, 1997
June 2, 2009
October 2, 2012

Purpose: To set criteria and identify donation options and appropriate areas for the placement of memorial benches.

Policy: Donations of memorial benches may be made and placed according to the following options:

Option 1 – Donation of an Engraved Granite Bench

- Donation of an engraved granite bench to the Town of Rockport, which will be installed at one of many locations in Rockport's Beech Grove Cemetery and Locust Grove Cemetery. The exact location and placement of the bench is to be approved by the Department of Public Works Board of Cemetery Commissioners.
- Granite benches must be rough cut and made of Cape Ann granite or of granite similar in appearance. Engravings will be limited to names only.
- Footings are the financial responsibility of the person(s) donating the bench; the contractor must have a certificate of insurance; the Department of Public Works will inspect the footing before the bench is installed.

Option 2 - Donation of an Unmarked Granite Bench

- Donation of an unmarked granite bench to the Town of Rockport, which will be installed at a location to be identified jointly by the DPW Director, with final approval by the Board of Selectmen. If so desired, an inscription with the name of the person(s) being memorialized, the gift and its location, the date and the donors will be placed at a permanent location.
- Granite benches must be rough cut and made of Rockport granite or of granite similar in appearance.
- Footings are the financial responsibility of the person(s) donating the bench; the contractor must have a certificate of insurance; the Department of Public Works will inspect the footing before the bench is installed.

Option 3 – Donation of a Bench, Other than Granite, having Memorial Engravings

- Donation of a bench other than a granite bench, meeting the specifications approved by the Department of Public Works, that would replace an existing bench in disrepair. A bench may also be installed at a new location identified jointly by the DPW Director, the Town Administrator and the Chairman of the Beautification Committee, with final approval by the Board of Selectmen. A bench donation utilizing this option would be allowed to have a small plaque attached to the bench that is inscribed with the name of the person(s) being memorialized and other words of remembrance.
- The bench donations under this option will replace an existing bench in disrepair prior to any other locations being considered.
- Footings are the financial responsibility of the person(s) donating the bench; the contractor must have a certificate of insurance; the Department of Public Works will inspect the footing before the bench is installed.
- At some point in the future, when a donated bench is determined to be in need of replacement, the inscribed memorial plaque will be removed from the bench and placed at a permanent location.. At that time, a new bench may be donated to the Town from the original donor(s) if they wish to do so, otherwise, the location will become available to other donations

Board, Committee, and Commission Appointments – Policy # <u>10-05</u>
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Adoption Date:	September 1, 1983	Revision Date(s):	July 30, 2002 April 29, 2003 December 9, 2003 October 16, 2007 August 24, 2010 October 2, 2012 May 27, 2014
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Purpose: To attract and recruit qualified individuals, ensure a public process to provide diversity and balance on its Boards, Committees and Commissions.

Policy:

1. Openings shall be posted at Town Hall, on the Town Website and be announced at Board of Selectmen's Meeting and advertised if feasible.
2. Nominate one meeting; appoint next meeting.
3. Limit required interviews to all statutory boards, committees and commissions as follows:
 - Board of Appeals
 - Board of Health
 - Conservation Commission
 - DPW Board of Commissioners
 - Finance Committee
 - Harbor Advisory Committee
 - Historic District Commission
 - Personnel Board
4. Request that volunteer attend at least one meeting, but preferably two, of the Board, Committee or Commission for which they are applying in order to become familiar with the group's function.
5. Reappointments must be brought before the Board at least two weeks prior to the expiration of their terms.

Open Session – Policy <u>#10-06</u>
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Adoption Date: April 18, 1985

Revision Date(s): October 16, 2007

Purpose: To allow citizens to speak during Selectmen's meeting relative to agenda items and new issues.

Policy:

1. 3 to 5 minutes per speaker.
2. Anyone speaking to an Agenda item to be allowed to speak first.
3. Anyone wishing to speak to new issues or items will be heard if time permits.
4. Open Session to be presentation by the citizens only. No participation by the board (subject to the discretion of the chairman).
5. If a reply is requested, the Board of Selectmen will review the request and, if in their opinion a reply is appropriate, reply when possible.

Town Meeting Petition Articles – Policy # 10-07
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Adoption Date: **May 11, 1999**

Revision Date(s):

Purpose: To provide uniform procedural guidelines for petitioners.

Policy: The Board of Selectmen shall annually notify the residents of the Town that they will accept petition articles for inclusion in the Annual Town Meeting Warrant by the first Monday in February of each year and for inclusion in the Fall Special Town Meeting by the first Monday in August of each year. Petition articles for any other Special Town Meeting shall be submitted thirty (30) days prior to the date of the Special Town Meeting.

Each petition article proposed for inclusion in the warrant for the Annual Town Meeting shall be requested in writing by ten or more registered voters, and in the warrant for a Special Town Meeting all subjects the insertion of which is requested in writing by one hundred registered voters, or by ten percent of all the registered voters in the town, whichever is less as required by G.L. c. 39, §10. Each proposed warrant article shall include the name, address and telephone number of a representative of the petitioners to whom the Board of Selectmen may provide notice of meetings to discuss the petition, article.

Anyone planning to file a petition article should consult either the Moderator or Town Administrator for assistance in drafting the warrant article prior to the date set by the Selectmen for filing said petition articles. Appointments to meet with the Town Counsel can be arranged through the Selectmen's office.

The Board of Selectmen shall schedule a meeting with the petitioners prior to the Town Meeting to discuss the petition article. The Board of Selectmen may refer the petitioners to the appropriate board (i.e. Finance Committee, Planning Board, Government and By-Law Study Committee) for additional hearings.

Release Executive Session Minutes – Policy # <u>10-08</u>
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Adoption Date: September 24, 2002

Revision Date(s):

Purpose: To ensure appropriate review and release of Executive Session Minutes.

- Policy:**
1. The Town Administrator and Town Counsel shall twice a year, in December and June, review and prepare a list of Executive Session minutes to be released to public record.
 2. The Board of Selectmen shall take action to release minutes from list, as appropriate for public record, in January and July.
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Town Counsel Policy – Policy # <u>10-09</u>
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Adoption Date:	July 2, 2002	Revision Date(s):	October 22, 2002 November 5, 2002 January 4, 2005 November 16, 2010
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Purpose: To obtain the best quality legal advice for the Town within the constraints of the town budget.

Policy:

1. After exhausting options of available resources through state agencies, employees and officials may present their request for information or direct access to Town Counsel through the Town Administrator by submitting a “Request for Legal Services” form. If their particular matter is time sensitive and the Town Administrator is unavailable, the Chair of the Selectboard, and if he/she is unavailable the Vice Chair, will provide the approval to proceed.
2. Town Counsel will attend one regularly scheduled Board meeting per quarter to discuss pending litigation.
3. Kopelman and Paige will, from time to time, issue Client Memorandums and provide training seminars.

Welcome to Rockport Sign – Policy # <u>10-10</u>

Adoption Date: February 18, 1997 **Revision Date(s):** January 4, 2005
October 2, 2012
November 6, 2018

Purpose: To provide a place to advertise current Rockport events throughout the year and eliminate other signs to be placed in the vicinity with the exception of municipal signs.

Policy:

1. A total of two 18" x 8' signs may be hung at any one time below the sign reading "Welcome to Rockport – A Seacoast Village on Cape Ann" to advertise current events.
2. Sign(s) must be provided at the event holder's expense and to the Town's size specifications.
3. Reservations must be made with the Selectmen's office in advance of the date(s) requested.
4. Signs must be put up and taken down by the event holder at the appointed time as reserved, and may hang for up to two weeks in advance of the event at the discretion of the Selectmen's office.
5. Signs must pertain to Rockport events and shall be for non-profit and civic groups only unless a specific sign is authorized by a vote of the Board of Selectmen.

Chapter 91 Applications – Policy # <u>20-01</u>
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Adoption Date: February 12, 2002

Revision Date(s): July 24, 2003
July 08, 2003

Purpose: To ensure public input on all Chapter 91 licenses, and to exercise vigilance in two areas: the public right to access the waterfront, and confirm that public access is maintained and enforced, within town jurisdiction.

Policy:

1. Request in writing that DEP hold a public hearing on all Chapter 91 applications concerning four (4) major harbors in Rockport.
2. Request public hearings for all new state issued licenses or permits, not to include permits issued by the Harbormasters.

Leasing of Gear Storage – Policy # <u>20-02</u>
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Adoption Date: July 16, 2002

Revision Date(s): November 27, 2003

Purpose: To establish an equitable way to lease gear storage.

- Policy:**
1. Applicant to submit a dated letter to the Board of Selectmen requesting a Town owned fishing gear storage space rental.
 2. A list be established (such as the mooring list) by date of submittal by applicant.
 3. All applications be delegated for review first by the Harbor Advisory Committee. Subsequent to that review a recommendation by the HAC shall be presented to the Board of Selectmen for approval.
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Leasing of Privately Owned Fish Shacks – Policy # <u>20-03</u>

Adoption Date: July 16, 2002

Revision Date(s):

Purpose: To establish an equitable way to lease privately owned fish shacks.

- Policy:**
1. Privately owned fish shacks on Bradley Wharf and Pigeon Cove Wharf may only be used by commercial fishermen and for the sole purpose of storage, repair, building and construction of fishing/lobstering equipment or related gear.
 2. Privately owned fish shacks shall not be sublet by the owner fisherman for any purpose. In the case of a sale of a privately owned fish shack, the owner must first request a lease transfer from the Board of Selectmen, which must be approved before the fish shack can be sold to the new owner.
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Leasing of Town Owned Fish Shacks – Policy # <u>20-04</u>
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Adoption Date: July 16, 2002

Revision Date(s): November 27, 2003

Purpose: To establish an equitable way to lease town owned fish shacks.

- Policy:**
1. Town owned Fish Shacks on Bradley Wharf (Motif #1) and Granite Pier will be assigned to commercial fishermen only for storage, repair, building or construction of fishing/lobstering equipment or related gear.
 2. The application should be dated and stamped by the Town Clerk, then delivered to the Executive Assistant to the Board of Selectmen.
 3. All applications be delegated for review first by the Harbor Advisory Committee. Subsequent to that review a recommendation by the HAC shall be presented to the Board of Selectmen for approval.
 4. The office of the Board of Selectmen shall place all written and dated existing requests on a list in the order received.
 5. Said town owned fish shacks shall not be assigned by the tenant fisherman, but shall be surrendered to the town for assignment when no longer used by the tenant fisherman for commercial fishing purposes only.
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Chairman and Vice Chairman Rotation – Policy #20-05
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Adoption Date: May 23, 2006

Revision Date(s): May 19, 2009
December 1, 2009
August 24, 2010
March 5, 2013

Purpose: To establish an equitable and fair way to decide which Selectmen shall serve as Chairman and Vice Chairman.

Policy:

1. A Selectman who is currently serving in the last year of his or her elected term will be installed as the Chairman.
2. In the case where two Selectmen are serving the last year of their terms, then the Selectman who received the greater number of votes at the ballot shall serve as the Chairman.
3. If the Board has a vote of no confidence in the Chair then he or she may be replaced during the term of office by the Vice Chair until a new Chair is elected by a majority vote of the Board.
4. A Selectman who is currently serving in the next to the last year of his or her term will be installed as the Vice Chairman.
5. In the case where two Selectmen are serving the next to the last year of their terms, then the Selectman who received the greater number of votes at the ballot shall serve as the Vice Chairman.
6. If the Board has a vote of no confidence in the Vice Chairman then he or she may be replaced during the term of office by a Selectman who receives a majority vote of the Board.
7. If the Board so chooses, it may elect to sustain the term of either or both incumbents with the agreement of the individuals in the position.

Meetings of the Board of Selectmen – Policy #20-06

Adoption Date: October 20, 2009

Revision Date(s):

Purpose: To establish guidelines for regular and workshop meetings of the Board of Selectmen.

Policy: Regular meetings of the Board of Selectmen shall take place every other week according to a schedule adopted annually by the Board. Exceptions may be made to account for holidays and town meetings. The agenda shall be developed by the Town Administrator and Chairman with any member of the Board able to ask that an agenda item be placed upon the agenda at the next meeting or subsequent meeting if, in the judgment of the Chairman, time is not available at the next meeting. All agenda items scheduled for action at the next meeting shall be identified by noon on the Thursday before the meeting. Exceptions may be made for time sensitive items.

Special or workshop meetings may be scheduled by a majority vote of the Board at a regular meeting of the Board. The Board shall approve all agenda items for special or workshop meetings at a regular meeting of the Board. The Board shall aim to schedule no more than one special or workshop meeting per month.

Use of Town Owned Property – Policy #20-07

Adoption Date: August 24, 2010

Revision Date(s): November 30, 2010

Purpose: To establish an equitable and fair way to identify appropriate locations for the placement of all structures and plantings¹ on Town property. This policy does not include Memorial Benches² and Town Cemeteries.

Policy:

1. Placement of all structures, whether temporary or permanent, must first be proposed to the DPW Commissioners for their approval with final approval by the Board of Selectmen.
2. In the case of new plantings, which include trees, shrubbery, flowers and ground cover, except in established Town gardens, a proposal must first be made to the Beautification Committee in conjunction with the Director of Public Works for initial approval of type and location with final approval by the Board of Selectmen.

¹ Includes landscaping elements such as stone walkways, markers, etc.

² Refer to Selectmen's Policy # 10-04.

Complaint Handling – Policy #20-08

Adoption Date: January 25, 2011

Revision Date(s):

Purpose: To maintain a single point of contact to receive and address complaints in a professional manner; to minimize potential Selectpeople's uncertainty about which member(s) of the Board may or may not have responded; and to avoid Complainants' confusion as a result of possibly receiving multiple and, sometimes, conflicting responses.

Policy:

1. When complaints are lodged with any member of the Board of Selectmen or the entire Board, collectively, whether by letter, telephone, email or in person, the Town Administrator will acknowledge receipt of the complaint on behalf of the Board and address the complaint as appropriate.
2. If the complaint cannot be handled through to resolution by the Town Administrator or the nature of the complaint is more appropriately heard by the Board, then the Town Administrator will arrange to bring the Complainant before the entire Board to be addressed as appropriate.

Anonymous Letters – Policy #20-09
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Adoption Date: March 8, 2011

Revision Date(s):

Purpose: To establish and communicate the Board's position on handling all anonymous complaints and encourage people who do have a complaint to submit it in writing and signed so that the complaint can be properly addressed.

Policy: The Board of Selectmen and the Town Administrator will not act on any complaints that are filed anonymously.

Changes to Alcohol Regulations – Policy #<u>20-10</u>
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Adoption Date:

Revision Date(s):

Purpose: To ensure that the Public has adequate notice and opportunity to comment on any revisions to the Alcohol Licensing Policies, Rules & Regulations.

Policy: The Board of Selectmen, prior to making any changes to the Alcohol Licensing Policies, Rules & Regulations, will hold a Public Hearing that has been advertised in the local paper at least two weeks prior to the date of the Hearing.

Street Performer – Policy #20-11

Adoption Date: February 18, 1997 **Revision Date(s):** July 1, 2007
October 2, 2012
May 27, 2014
August 5, 2014

Purpose: The existence of street performers in Rockport provides a public amenity that enhances the character of the community. The Town seeks to support such performances to the extent that they do not interfere with the reasonable expectations of residents to the enjoyment of peace and quiet in their homes, business owners to public access to their businesses and public safety.

Definitions: A. *Perform* – includes, but it not limited to, the following activities: acting, singing, playing musical instruments, pantomime, juggling, magic, dancing, reading and reciting.

B. *Performer* – a person who has obtained a permit pursuant to this policy.

Prohibition: No person may perform in a public area without a license pursuant to this policy.

Standards for Issuance or Denial:

- A. An application for a license shall be in writing on the approved application form completed in full, signed by the applicant and submitted with the application fee of thirty (\$30) dollars to the Selectmen's Office. The application fee may be waived at the Board's discretion for performances given for non-profit purposes.
- B. If so requested, the applicant will be required to provide additional information pertaining to the details of the requested performance. If so requested, the applicant will also be required to appear before the Board of Selectmen at one of its regularly scheduled public meetings to discuss the nature and details of the requested performance.
- C. The Board reserves the right to deny a license if it deems the performance would create a nuisance or would endanger the public health, safety or order by unreasonably increasing pedestrian traffic, or the incidence of disruptive conduct, or the level of disruptive noise in the area in which the performance is requested to take place.
- D. A license shall be nontransferable and shall contain the applicant's name, date(s) and locations(s) in which the license is valid. The license shall be valid only for the dates and locations approved by the Board and specified on the license. Each member of a group of performers who play together shall be required to obtain an individual license.

Possession of License: The performer must carry the license on his/her person at all times while performing and allow inspection of the license by any Rockport police officer, if so requested.

Performance Locations: Performances may take place only in the following public areas:

- End of Bearskin Neck
- Island at Dock Square
- Donovan's Corner
- Other locations considered on a case-by-case basis and so authorized by the Board.

Times: Performances may take place Monday through Saturday between 10:00 a.m. and 9:00 p.m., and Sunday between 12:00 p.m. and 9:00 p.m. Street Performers may perform one weekday and one non-consecutive weekend day, however, there will be no performances allowed on special Rockport Festival days (Motif #1 Day and the Harvest Festival). Street Performers (excluding Artists and Crafters) may perform a maximum of three (3) consecutive hours.

Other Restrictions:

- A. No performer or group of performers may generate excessive musical or other noise as to create a public nuisance. Prerecorded backup music is not allowed. The Licensee shall perform at a volume no louder than would reach the immediate audience. Violation of this condition may result in license revocation. The Rockport Police will investigate complaints of excessive noise, will give a verbal first warning, and may revoke the permit after substantiating another complaint.
- B. No performer or group of performers may perform less than one hundred (100) feet from another performer or group of performers.
- C. A performer may request contributions at a performance, provided that no sign requesting contributions shall exceed 8 ½ x 11 inches in size. Contributions may be received in a receptacle, such as an open musical instrument case, box or hat.
- D. No performer may obstruct pedestrian or vehicle passage along a public sidewalk or way. The placement of a blanket or covering over any public sidewalk or way is also prohibited.
- E. No performer may display or sell any goods, wares or other merchandise, including books and/or recordings.
- F. No performers under the age of fourteen (14) shall be allowed to perform without a parent present.

Violations:

A. Whoever violates any provision of this policy may be penalized by a noncriminal disposition as provided for in MGL C. 40, Sec.21D. The penalty for each violation shall be one hundred dollars (\$100).

B. A performer who provides false information on the application may have his/her license permanently suspended. If a performer is found to be in violation of any other provision of this policy, the Chief of Police or his designee may suspend the license for no more than thirty (30) days. Any license holder who wishes to dispute a suspension may appeal in writing to the Board of Selectmen.

Flag Protocols – Policy # <u>20-12</u>

Adoption Date: November 12, 2013

Revision Date(s): July 22, 2014

Purpose: To provide consistent parameters relating to the raising and lowering of all flags at Town facilities by designating specific protocols.

Policy:

1. Whenever an event occurs that may require the lowering of Town flags to half-staff the Board of Selectmen's Office shall be notified immediately. The Town Administrator's Office will notify all flag bearing departments to lower their flags to half-staff. At all other times, the Dispatchers shall notify the on-duty Police, Fire and Public Works departments directly.
2. Department Heads will assure that all flags for their respective facilities are in good condition and that the guidelines set forth in this procedure are followed.
3. All flags should be raised at sunrise and lowered at sunset unless lighted.
4. The flag, when flown at half-staff, shall be first hoisted to the peak for an instant and then lowered to the half-staff position. The flag shall be again raised to the peak before it is lowered for the day.
5. Determination of when the flags are to lowered to half-staff for the period indicated upon the death of any of the following designated officials or former officials of the United States, the Commonwealth of Massachusetts, or the Town of Rockport.
 - 1) The President or a former President of the United States for a period of thirty days from the day of death.
 - 2) The Vice President, the Chief Justice or a retired Chief Justice of the United States, or the Speaker of the House of Representatives for a period of ten days from the day of death.
 - 3) An Associated Justice of the Supreme Court, a member of the Cabinet, a former Vice President, the President pro tempore of the Senate, the Majority Leader of the Senate, the Minority Leader of the Senate, the Majority Leader of the House of Representatives, or the Minority Leader of the House of Representatives from the day of death until the day of services, interment, or three days after death, whichever occurs first.

- 4) United States Senator or Representative from the Commonwealth of Massachusetts from the day of death until the day of services, interment, or three days after death, whichever occurs first.
 - 5) The Governor of the Commonwealth of Massachusetts, from the day of death until the day of services, interment, or three days after death, whichever occurs first.
 - 6) A current or former Selectperson of the Town of Rockport from the day of death until the day of services, interment, or three days after death, whichever occurs first.
 - 7) A current or former member or alternate member to one of the Town's Boards, Committees, or Commissions from the day of death until the day of services, interment, or three days after death, whichever occurs first.
 - 8) Upon the death of an active employee of the Town from the day of death until the day of services, interment, or three days after death, whichever occurs first.
 - 9) The Board of Selectmen and/or Town Administrator may direct that the flag of the United States be flown at half-staff on buildings or grounds under their jurisdiction on occasions other than those specified which they consider proper.
 - 10) In accordance with recognized customs or practices not inconsistent with law, the flag of the United States shall be displayed at half-staff in accordance with such orders or instructions as may be issued by or at the direction of the President of the United States or the Governor of the Commonwealth of Massachusetts.
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Disposition of Abandoned Tangible Property – Policy # 20-13
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Adoption Date: November 4, 2014

Revision Date(s):

Purpose: To provide guidance and direction to all government staff and volunteers regarding the handling of tangible personal property abandoned on Town real estate.

Policy:

1. “Abandoned tangible personal property” shall be defined for the purposes of this policy as tangible personal property which has no identifying marks or information upon or within it which would permit a determination of ownership, which has been left upon Town real estate for a period exceeding forty-eight hours, but shall not include motor vehicles, motorized equipment, farm or agricultural equipment, landscaping equipment, or construction equipment.

2. Abandoned tangible personal property shall be posted with a notice containing substantially the following language:

NOTICE: The property to which this noticed is affixed has been deemed by the Town of Rockport to be unused and abandoned. If this property is not removed within ten calendar days of this notice, it shall be removed and disposed of by the Town, with no further notice provided.

Date: _____

3. Abandoned tangible personal property which remains in place on Town real estate after the period of notice specified herein shall be subject to disposition by the Town.
4. Abandoned tangible personal property with an estimated net value of less than \$10,000 shall be disposed of in a manner deemed to be in the best interest of the Town.
5. Abandoned tangible personal property with an estimated net value of \$10,000 or more shall be disposed of through use of competitive sealed bids, public auction, or established markets in conformity with the requirements of G.L. c. 30B, §15.
6. All proceeds derived from the disposition of abandoned tangible personal property shall be deposited into the Town’s general fund in accordance with the requirements of G.L. c. 44, §53.

Complete Streets – Policy # 20-15
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Adoption Date: January 31, 2017

Revision Date(s): September 5, 2017

Purpose: Complete Streets are designed and operated to provide a safe and accessible environment for all users of roadways, trails and transit systems, including pedestrians, bicyclists, transit riders, motorists, commercial vehicles, and emergency vehicles. Complete Streets practices consider users of all ages and abilities.

The implementation of Complete Streets principles supports the safety, health, economic viability, and general quality of life in a community by promoting a sustainable and cohesive transportation network with accessible and efficient connectivity between home, school, work, recreation, and retail destinations.

The Town of Rockport's transportation network includes a combination of public and private streets, State Route 127, and the commuter rail, all of which connect Rockport to Gloucester and the world beyond the Annisquam River. This network of roads and rail allows visitors to come to Rockport to enjoy our community's harbors, beaches, scenery, restaurants and shopping, while providing our residents with a means to travel to and from their places of business and conduct their daily lives.

The purpose of the Town of Rockport's Complete Streets Policy is to accommodate residents and visitors by creating a transportation network that meets the needs of all user types, using a variety of transportation modes. It is the intent of the Town of Rockport to consider and incorporate, as a matter of course and to the extent reasonably possible, the principles of Complete Streets in the planning and design of transportation related capital projects so that they are safe for users of all ages and abilities. This policy is to guide our decision-makers to regularly plan, design, and construct capital projects to accommodate all anticipated users, as noted above.

Policy: Complete Streets design shall be evaluated for all transportation related publicly funded capital projects as appropriate, subject to the availability of funding and rights of way. All public transportation projects requiring funding or approval by the Town, as well as projects funded by the state and federal government, such as the Chapter 90 funds, the Transportation Improvement Program, the MassWorks Infrastructure Program, Community Development Block Grants, and other state and federal funds for transportation projects shall consider and incorporate the Town's Complete Streets Policy when applicable. The priority in applying Complete Streets principles will be on the major roadways: arterials and collectors.

Complete Streets principles shall be considered for future public streets constructed as part of private developments where the Town has jurisdictional review and approval authority. In addition, to the extent practical, the Town will collaborate with the jurisdictional agencies of state-owned roadways within Town boundaries to comply with the Complete Streets policy. Transportation infrastructure may be excluded, upon approval by the Board of Selectmen where documentation and data indicate that:

- Facilities where specific users are prohibited by law, such as on private property.
- Where cost or impacts are excessively disproportionate to the benefit or expected use. Also on lightly travelled roadways where benefits are minimal.
- Where topography or other circumstances make certain kinds of modes impractical.
- Where sufficient funding or public rights of way are not available for incorporation of all or certain design considerations, yet significant public benefits are still attainable by the project.

The Town of Rockport recognizes that users of various modes of transportation, including, but not limited to, pedestrians, bicyclists, users of wheelchairs, transit and school bus riders, motorists, delivery and service personnel, freight haulers, and emergency responders, are legitimate users of streets and deserve safe facilities. The Town further recognizes that all public transportation capital projects are potential opportunities to apply Complete Streets design principles. The Town will, to the maximum extent practical and with consideration to compatibility between modes, design, construct, maintain, and operate streets to provide for a comprehensive and integrated street network of facilities. Complete Streets design shall be evaluated for all transportation related publicly funded capital projects, as appropriate, subject to the availability of funding and rights of way. All public transportation projects requiring funding or approval by the Town, as well as projects funded by the state and federal government, such as the Chapter 90 funds, Transportation Improvement Program, the MassWorks Infrastructure Program, Community Development Block Grants and other state and federal funds for transportation projects shall consider the Town's Complete Streets Policy. The priority in applying Complete Streets principles will be on the major roadways, arterials, and collectors.

Best Practices:

Our Complete Streets policy focuses on developing a connected integrated network that serves all road users. Complete Streets principles will be integrated into policies, planning, and design of all types of public and private projects, including new construction, reconstruction, rehabilitation of transportation

facilities on roadway and redevelopment projects. Implementation of the Town of Rockport's Complete Streets Policy will be carried out cooperatively between the involved departments within in the Town with multi-jurisdictional cooperation, as well as with private developers, and state, regional, and federal agencies, to the greatest extent possible. The Town recognizes that Complete Streets principles may be achieved through single elements incorporated into a particular project or incrementally through a series of smaller improvements or maintenance activities over time.

The latest available design guidance, standards, and recommendations will be used in the implementation of Complete Streets including:

- The Massachusetts of Department of Transportation Project Design and Development Guidebook
- The latest edition of American Association of State Highway Transportation Officials (AASHTO) A Policy on Geometric Design of Highway and Streets
- The United States Department of Transportation Federal Highway Administration's Manual on Uniform Traffic Design Controls (2009)
- The Architectural Access Board (AAB) 521 CMR Rules and Regulations
- Documents and plans created for Rockport, such as bicycle and pedestrian network plans.

Our Complete Streets implementation and effectiveness will be annually evaluated for success and opportunities for improvement. The Town will work to develop performance measures to gauge the implementation and effectiveness of the policy.

Implementation:

The Town will adopt the application of Complete Streets practices in its approach to transportation projects as an opportunity to improve our streets and the overall transportation network for all users. Involved departments of the Town will work together and with agencies, and other jurisdictions to achieve Complete Streets.

Over time, the Town will review and either revise, or develop proposed revisions, to appropriate planning documents (master plans, open space and recreation plan, etc.), zoning and subdivision codes, laws, procedures, rules, regulations, guidelines, programs, and templates to integrate Complete Streets principles in street projects. A committee of relevant stakeholders, designated by the Town Administrator, will be created to implement this initiative.

The Town will develop and maintain a comprehensive inventory of pedestrian and bicycle facility infrastructure to prioritize projects to reduce or eliminate gaps in the sidewalk and bikeway network.

The Town will conduct training of pertinent town staff and decision-makers on the nature and characteristics of Complete Streets principles and best practices for implementing the policy through workshops and other appropriate means.

The Town will foster inter-department coordination to promote a responsible and efficient use of resources for activities in regard to Complete Streets.

The Town will seek out appropriate sources of funding and grants for implementation of Complete Streets policies.